

FILE CONTROL SHEET

9 May 1947  
DATE

SUBJECT: Reproduction Requirements of CIG

INDEXED: Previous indexing sufficient

IS ACTION COMPLETE: yes

IF FOLLOW-UP IS NECESSARY,  
HAS NOTE BEEN PLACED IN  
SUSPENSE FILE: \_\_\_\_\_

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Executive for Personnel & Administration

9 May 1947

Assistant Director for Collection & Dissemination

Reproduction Requirements of CIG

Ref : OCD memorandum to Executive for P & A dated 27 Dec 1946, on the subject of reproduction priorities, and Tab A thereto.

*see FC 5 of 6 Jan - hereunder.*

1. OCD is currently engaged in a study for the development of an Interdepartmental Central Reading Panel connected with the Reading Center of the Dissemination Branch. Part of this study indicates the probability that there will be a considerable increase in reproduction requirements for CIG material if and when such a Central Reading Panel is established. Also, it is indicated that even without the proposed Central Reading Panel there will be an increase in reproduction requirements commensurate with the estimates previously made in the reference memorandum.

2. The study recommends the following which is approved by this office and further recommended to you for implementation:

a. That the present reproduction unit of CIG be strongly supported in their efforts to secure necessary personnel and equipment for the Rosalyn plant.

b. That P & A adopt the priority system outlined in the reference memorandum.

c. That P & A intensify its action to bring about a completely staffed and operative reproduction section by 1 June 1947.

3. If the proposed plan for a Central Reading Panel meets with the approval of the departments, a further estimate will be made of the amount and type of reproduction assistance that will be required of CIG. Details of these requirements will be prepared by the Dissemination Branch, OCD, and coordinated with the Deputy Executive for P & A.

4. The assistance of your office in fulfilling the above recommendations will be greatly appreciated.

C. E. OLSEN  
Captain, U. S. N.  
Assistant Director for  
Collection and Dissemination

*cc furnished to  
Mr. B.*

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